



Document Name:	Endorsed Enrolled Nurse
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# Endorsed Enrolled Nurse

## Position Description

<b>Position Title:</b>	Endorsed Enrolled Nurse
<b>Department:</b>	Direct Care & Clinical
<b>Basis of Employment:</b>	Per Individual Contracts
<b>Reports to:</b>	Clinical Operations Manager & Director Aged Services
<b>Key Stakeholders:</b>	<i>Internal</i> – Chief Executive Officer, Executive Team, Registered & Enrolled Nurses, ACFI Coordinator, Recreation & Lifestyle, Allied Health, Personal Carers and Volunteers.  <i>External</i> – Aged and health service providers, relevant community agencies, Aged Care Quality and Safety Commission, consultants, legal professionals, industry associations, service providers, visitors and contractors.
<b>Location:</b>	Chaffey Aged Care, Merbein. Victoria
<b>Classification:</b>	Conditions as per Chaffey Aged Care Enterprise Agreement 2016.

## The Organisation

Chaffey Aged Care is a leading provider of residential aged care in Sunraysia. We are committed to employing motivated and passionate staff capable of positively influencing others and who possess a strong sense of community and passion for Aged Care.

Chaffey Aged Care is a community-owned not-for-profit aged care facility governed by a voluntary Board of Directors. The facility has the capacity to accommodate 100 residents and provides permanent, respite and transition care services. We pride ourselves on the delivery of person-centred care that is consistent with contemporary ageing in place practices.

## Our Values & Philosophy

The Clinical Operations Manager will model and promote the Chaffey Aged Care vision, mission and values in all aspects of their work.

**Vision:** Excellence through leadership, innovation and best practice

**Mission Statement:** To deliver excellence through quality care, diversity through valuing differences, sustainability through service growth.

## **Values:**

**Respect** We demonstrate care, compassion and consideration in our interactions with residents, family, staff and the wider community

**Compassion** We act with sensitivity, empathy and consideration for others in every interaction with residents, families and the wider community

**Dignity** We recognise and embrace the diversity and value of each individual

**Integrity** We demonstrate honesty, credibility and ethics in all that we do, treating each individual fairly and exercising responsibility in decision making

**Accountability** Understands roles, uses resources wisely, delivers on time, timely decision making, achieves stretch goals, takes responsibility for the performance

**Excellence** Supports creativity & innovation, proactive & solution-focused, seeks out opportunities, embraces quality improvement, professionalism

## **Position Purpose**

The Endorsed Enrolled Nurse (EEN), works as a Team Leader, overseeing the health outcomes of care recipients under the direction of the Registered Nurse, Clinical Operations Manager and Director Aged Services; The Endorsed Enrolled Nurse is expected to work in accordance with the philosophy and objectives of the facility to provide a service to our Care Recipients that meets their personal care and social requirements. Our Nursing teams will demonstrate excellent time management, energy and a passion for consumer-directed care and the ability to implement appropriate clinical responses.

## **Key Responsibilities**

### **1. Promote the Mission, Vision and Values of the Organisation**

- 1.1. Work within the stated vision, mission, values and strategic objectives of Chaffey Aged Care.
- 1.2. Work within, policies and protocols that reflect the vision, mission, values and strategic objectives Chaffey Aged Care and comply with the legislative requirements of relevant funding and governing bodies at all government levels.
- 1.3. Contribute to the day to day leadership of the organisation in a manner that provides for all stakeholders to exercise their rights.
- 1.4. Foster a culture within the organisation of teamwork, continuous quality improvement and innovation.
- 1.5. Utilise Chaffey Aged Care's quality system to contribute to all areas of service delivery and stakeholder satisfaction in order to continuously improve service delivery.

## **2. Clinical Care**

- 2.1. Contribute to the optimisation of ACFI and other clinical income streams, by ensuring that appropriate documentation is completed following policy and procedures.
- 2.2. Contributes to professional care practice such as; assessments, exceptional reporting and care plan evaluation.
- 2.3. Plans, organises and implements nursing care as allocated and/or delegated by the Registered Nurse in Charge in accordance with individual resident care plans.
- 2.4. Contributes to the delivery of consumer-directed care.
- 2.5. Assists and supports Personal Care Assistants to complete allocated tasks on a shift by shift basis
- 2.6. As delegated and / or supervised by a Registered Nurse, administers medication (all schedules) by topical and enteral routes only; and injection (if qualified) on the written instruction of a medical practitioner, dentist, nurse practitioner or optometrist.
- 2.7. Liaise with care recipients, families and representative regarding care/clinical issues.
- 2.8. Participate in ongoing review, development and implementation of action plans and strategies.
- 2.9. Report any complaints from residents and family members to the RN (Registered Nurse) or Director of Aged Services (DAS).
- 2.10. Report any deterioration/change in a Resident's condition to the RN (Registered Nurse).
- 2.11. Assist and/or encourage Care Recipients with:
  - All aspects of personal hygiene and preparedness with the commence and conclusion of daily routines;
  - Mobility requirements, including to get in and out of bed, with ambulating or transporting in wheelchairs;
  - Toileting and all aspects of associated hygiene;
  - Dressing/undressing, finding clothes from wardrobe etc, assisting with callipers, special shoes, prostheses, hearing aids, contact lenses, etc;
  - Meals such as preparing breakfast, cutting up food and buttering bread, maintenance of any special diet for medical, religious or ethnic reasons;
  - Dementia support e.g. company, reassurance, gentle, quiet handling with validation and diversion techniques;
  - Emotional support;
  - Support Care Recipients to maintain their environment, including cleaning activities.

## **3. Infection Control Management**

- 3.1. Maintain an environment that precludes the spread of infection from Care Recipient to Staff, from Staff to Care Recipient, and from Care Recipient to Care Recipient.
- 3.2. The consistent use of blood and body substance precautions, with additional precautions introduced when required, must form the basis of all Care Recipient interactions and care.
- 3.3. Protective apparel supplied by the organisation must be used to minimise exposure to infectious agents.

## **4. Human Resource Management**

- 4.1. Observe the Chaffey Aged Care Organisational Chart and communication pathways reflected within the organisational chart, related policies and procedures.
- 4.2. Coordinate staffing according to Chaffey Aged Care Human Resource policies and procedures at all times and within approved staffing compliments.
- 4.3. Foster an environment in which employees are willing and able to work towards Chaffey Aged Care's established objectives.

- 4.4. Foster and maintain effective communication processes which facilitate information flow throughout the organisation and with external stakeholders.
- 4.5. Provide leadership and lead by example with direct reports (PCA Workgroup) to ensure appropriate care is delivered and experience of the care recipient is optimised.

## **5. Regulatory Compliance**

- 5.1. Be aware of State, Commonwealth and other legislative requirements and contribute to the systems and processes to achieve and demonstrate compliance.
- 5.2. Adhere to all related policies and procedures.
- 5.3. Reports all allegations or suspected resident assaults and incidents of elder abuse to the Director Aged Services.
- 5.4. Maintain privacy and dignity to victims and perpetrators of assault, alleged assault or incidents

## **6. Quality Management Systems and Continuous Improvement**

- 6.1. Ensure personal, organisational, and staff compliance with the Aged Care Act 1997 and Aged Care Quality Standards at all times.
- 6.2. Actively participate in continuous improvement activities, including ACQSC site contacts, unannounced site audits and support contact visits and contacts.
- 6.3. Contribute to the outcomes associated with self-assessments, quality programs, schedules, action plans and activities.
- 6.4. Participate in internal meetings as directed, actioning matters assigned to the individual within the designated timeframes.

## **7. Professional Development and Training**

- 7.1. Ensure own clinical skills, leadership management and aged care knowledge remain contemporary by attending seminars, education, in-services and reading industry journals.
- 7.2. Maintain a contemporary knowledge of Chaffey Aged Care policies and procedures.

## **8. Other**

- 8.1. Participate in other duties as directed within the intended scope of the role.

## **Attributes Essential for the Role (Technical Skills / Knowledge & Experience)**

- Understanding of best practice, evidence-based care and consumer-directed care
- Proven people and communication skills including relationship building, cooperation, conflict de-escalation and resolution, and facilitating open discussions
- Commitment to be a team player in a team environment.
- Be able to respond appropriately to Care Recipients with physical and cognitive disabilities.
- Commitment to ensuring all care services are fulfilled effectively and efficiently.
- Commitment to ensuring accreditation standards are followed.
- To be able to practise within their own ability and qualifications.
- To have the capacity to be an effective role model to other staff.
- Commitment to maintaining current professional knowledge and skills for competency.
- A high degree of reliability and accountability
- Willingness to participate in continuing self-education and development and to foster this in others
- Understanding of the Aged Care Act 1997, Quality of Care Principles 2014, mandatory reporting obligations, the Australian Aged Care Quality and Safety Commission Standards, quality systems and documentation requirements including the Aged Care Funding Instrument.
- Ability to maintain confidentiality and exercise diplomacy.
- Excellent organisational and time management skills
- Excellent written and oral communication skills.

## **Key Selection Criteria**

1. Appropriate clinical skills relevant to the aged care environment.
2. Demonstrated leadership skills which support the health and wellbeing outcomes of care recipients.
3. Demonstrated ability to support an appropriate culture.
4. Demonstrated ability to work independently and as part of a team to meet objectives of care recipients.
5. Demonstrated ability to work within evidence-based policies and procedures.
6. Demonstrated knowledge of the Aged Care Act, mandatory reporting obligations, the Australian Aged Care Quality Standards and Aged Care Funding Instrument.

## **Team Work**

- Contribute to a harmonious workplace and carry out duties cooperatively and respectfully that recognises the role of other team members in the delivery of quality service.
- Actively contribute to the establishment and maintenance of constructive relationships within the team.
- Communicate in a clear, concise and accurate manner, while respecting the opinions and suggestions of others.

## **Occupational Health and Safety**

- Maintain a safe work environment in accordance with organisational Occupational Health and Safety Policies and Procedures
- Participate in mandatory Health and Safety training and education
- Identify and report hazards in the workplace

## **Duties of employees:**

1. While at work, an employee must –
  - a. Take reasonable care for his or her own health and safety; and
  - b. Take reasonable care for the health and safety of persons who might be affected by the employee's acts or omissions at a workplace; and
  - c. Co-operate with his or her employer with respect to any action taken by the employer to comply with a requirement imposed by or under this Act or the regulations.
2. While at work, an employee must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare."

*Reference: OH&S Act 2004 Act No. 107/2004 Part 3, Division 4, Item 25.*

## **Privacy & Confidentiality**

- Comply with legislative requirements consistent with the Privacy Act
- Applying the principles of privacy and confidentiality to all work practices
- Adhering to organisational Privacy of Information Policy and Procedure at all times
- Maintaining a duty of confidentiality to all residents, clients, volunteers and staff
- Ensuring that any "Confidential Information" that becomes known through the course of employment within the organisation is kept confidential including information relating to Chaffey's: business or operational interests; methodology and affairs; financial information; and anything else that is notified as being confidential
- Compliance with legislative requirements and Chaffey Aged Care policies and procedures

## **Qualifications / Registrations / Licences**

- Current Driver's License (essential)
- Satisfactory criminal history check (essential)
- Satisfactory working with children check (beneficial)
- Registered with Australian Health Professional Registration Agency with nil finding or restrictions. (essential)
- Relevant tertiary qualifications in aged care, health or nursing.

## Key Performance Criteria

In addition to the performance standards and responsibilities outlined in this Position Description, a comprehensive set of Key Performance Criteria will be used to establish performance and expectations clearly and to review performance as per performance review clause.

The following is the overarching areas of performance with specific measures by which performance will be appraised and evaluated.

Area of Performance:	
<b>Aged Services</b>	<ul style="list-style-type: none"> <li>▪ Actively promotes the Mission Vision and Values of the Organisation</li> <li>▪ Delivers appropriate clinical care</li> <li>▪ Promotes care recipients choice in all aspects of care</li> <li>▪ Ensures regulatory compliance</li> <li>▪ Drives continuous improvement using quality management systems</li> <li>▪ Optimises consumers clinical outcomes and the consumer experience</li> <li>▪ Ensures completion of professional development and training requirements.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>▪ Evidence of efficient communication between identified stakeholders.</li> <li>▪ Evidence of current and efficient application of software packages to produce documents, minutes, reports, letters, publications and worksheet.</li> <li>▪ Evidence of meeting set deadlines</li> <li>▪ Positive feedback from stakeholders concerning interactions and customer service.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>▪ Evidence of harmonious workplace.</li> <li>▪ Evidence of cooperation and respect with other staff members.</li> </ul>
<b>Compliance/ Continuous Improvement</b>	<ul style="list-style-type: none"> <li>▪ Compliance with the organisation's policies and procedures.</li> <li>▪ Evidence of assistance and contribution to the organisations quality framework and compliance requirements.</li> </ul>
<b>Occupational Health and Safety</b>	<ul style="list-style-type: none"> <li>▪ Ability to demonstrate responsibilities in the event of a fire or other emergencies.</li> <li>▪ Accurate and timely completion of adverse event documentation, incident reports and other compliance documents relating to OH&amp;S</li> <li>▪ Accurate and timely hazard alert reports.</li> <li>▪ Safely operates equipment at all times.</li> </ul>

## Performance Appraisal

The position requires completion of a six (6) month probationary period.

The Endorsed Enrolled Nurse's performance shall be evaluated by the Clinical Operations Manager and Director Aged Services at three months service, six month's service and after 12 months service and thereafter each subsequent 12 months, on termination of service and/or on request.

The organisations' policy outlines that concerns over skill and performance of employees are addressed wherever possible, through a performance appraisal which is not related to the Disciplinary Procedure.

Note: Statements in this position description are intended to reflect, in general, the duties and responsibilities of the position and are not to be interpreted as being all-inclusive.

## The Spread of Hours and Days of Work

- Up to 38 hours per week which may be worked across seven days a week.
- The usual hours will be reflective of the roster requirements as advised in the letter of offer/contract of employment.

## Physical Requirements

Due to the geographic layout and nature of work, employees will be required to undertake a diversity of tasks, which may require various forms of mobility. The following requirements will be needed to carry out the essential elements of the position as outlined in the position description. As the below list may not be conclusive, it is the responsibility of all staff employed by the organisation to follow all risk control strategies and be responsive to potential hazards when completing duties within this position.

The frequency descriptions relate to the following time frames:

Continuous	= 75% to 100% of the workday
Frequent	= 25% to 75% of the workday
Infrequent	= 0% to 25% of the workday



<b>PHYSICAL DEMAND</b>	<b>FREQUENCY</b>	<b>COMMENTS</b>
Standing and Walking	Frequent	Standing and walking are minor components of the position. They are required for the delivery of service and movement around the facility. It will require the ability to fully use both legs on a variety of surfaces.
Sitting	Continuous	Sitting is a major component of the position and is required when carrying out documentation or administration requirements.
Climbing	Infrequent	Climbing is required when ascending or descending stairs or ladders. It will require the ability to utilise both legs and feet and/or hands and arms. Body agility is required.
Balancing	Infrequent	Balancing is required to maintain body equilibrium to prevent falling when walking, standing, crouching and/or lifting whilst carrying out job requirements.
Lifting and carrying	Infrequent	Lifting and carrying is required in the movement of objects around the facility including movement from lower to higher and/or horizontally and/or place to place. It will require the ability to fully use both arms and hands.
Pushing and Pulling	Infrequent	Pushing and pulling are required to draw, drag, push or tug objects around the facility including but not limited to trolleys.
Bending and Crouching	Infrequent	Bending at waist level whilst carrying out job requirements in the facility. Ability to crouch to floor level when required.
Kneeling	Infrequent	Kneeling can be required whilst carrying out job requirements.
Reaching and stretching	Frequent	Reaching and Stretching is required in carrying out administration duties, and in the movement of objects in the facility.
Twisting	Infrequent	Twisting may be required in the movement of objects in the facility. The ability to reach in all directions and to twist at the waist is required.
Grasping/Finger Movement	Continuous	Grasping and finger movement (pinching, picking, typing) is required to holding onto objects and in carrying out administration duties. It will require the ability to do repetitive motions with hands, wrists and fingers.
Handling and Feeling	Continuous	Handling and feeling are required in carrying out administration duties, finger dexterity and hand-eye coordination are required, along with full hand and wrist movement, also the ability to perceive attributes of objects or clients by touching with skin, particularly that of the fingertips.
Talking	Continuous	Required for the delivery of client care and job requirements. An excellent understanding of the English language is required when dealing with residents, relatives, allied health professionals and other facility staff. Also the ability to communicate effectively.
Hearing	Continuous	Required for job requirements. Ability to maintain hearing acuity, with correction, if required, and the ability to hear and understand whispered conversations at a distance of up to 1 metre. Ability to interpret what is being heard.
Vision	Continuous	Required for the delivery of client care and job requirements. Ability to maintain 20/40 vision using correction, if required. Ability to see and recognise objects and read documents. Ability to discriminate between colours and to determine depth perception.

PHYSICAL DEMAND	FREQUENCY	COMMENTS
Smelling	Continuous	Required for job requirements. Ability to distinguish odours and identify hazards.
Repetitive Motions	Continuous	Repetitive motions of the wrists, hands or fingers may be required when carrying out administration duties such as, but not limited to typing.

**Additional points to note**

This document forms part of the Contract of Employment.

This position may, after due consultation, be revised and amended from time to time to meet organisational and operational requirements.

## Employee Position Declaration

I .....have read and understood the Position Description and Physical Requirements and agree that I have the physical ability to fulfil this position and in fulfilling the Key Responsibility Areas. I understand that the information provided is a general outline and may not encompass every aspect of the position.

I have initialled the top right-hand corner of each page as confirmation of reading and understanding the position and physical requirements.

I understand that this is separate to the Employment Contract that I will sign/have signed\*, outlining the Employment Details.

*\*delete as necessary*

Acknowledged \_\_\_\_\_ Date \_\_\_\_\_  
Chief Executive Officer  
or Authorised Key Personnel Delegate

Acknowledged \_\_\_\_\_ Date \_\_\_\_\_  
Employee

## Document Control

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**Assigned Review Period:** 5 Yearly Maximum

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**Date of Next Review:** October 2025

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## Revision Record

Date	Version	Revision description
2020-10	1.01	Formation of a new document with input from Chief Executive Officer, Director Aged Services and Clinical Operations Manager.